INTEGRATING QUOTES AND REFERENCING YOUR SOURCES

WGSS Libr@ry with sage advice from English Dept. 2016

The Top 10 Rules on Quoting:

1. Quotes rarely stand by themselves.
2. Quotes are used to **support yo**ur ideas, not the other way around: i.e. don't insert a quote and then proceed to explain what it says.
3. Don't use a quote to simply repeat what you've just said.
4. Quotes are especially effective when you introduce them with a **lead in** sentence start that strongly connects to the quote.
5. You can quote anything from one word to one paragraph, but you have to **document** your quote with the author's last name and the page number, like this: (Jones 15).
6. If you are taking only part of a quote, use **ellipses** (...) to replace what's missing.
7. If you need to change a word in the quote – perhaps for verb or pronoun agreement - use **square brackets** to show that this was your wording and not the author's i.e. [her].
8. Test your quote aloud to see if it reads smoothly. Tip: If you took out the " " marks, would it sound like a fluent sentence?
9. Don't quote just for the sake of quoting or because the teacher said you have to.
10. On the other hand, quotes add credibility to your research by illustrating that you have consulted other sources.

How to Reference a Quote:

According to the 7th edition (2009) of the MLA Handbook, **in-text citations** use no commas, are placed in brackets, and are included inside the closing punctuation. They follow the structure of author's name and the page(s) if available. If there is no author (the case in many websites) use the publisher or sponsor. Be consistent – the in text citation and Reference list should match.

URLs (i.e. http://wgss.ca) should not be included on your reference page unless your teacher requires this.

Your **reference page** (also known as Works Cited) should be **double-spaced, alphabetized, and indented** like the following examples. Use an online citation maker tool to help you with this i.e. **MLA Citation Maker, Bib Me**, or **Noodle Tools**. Find these using the URLs listed on the **WGSS Reference Collection** sheet or use the links on the **WGSS Library Catalogue** page.

Examples of Reference Page Entries and In-Text Citations:

Source	Reference Page (aka Works Cited by MLA 7th ed.)	In-Text Citation
Book	Nelson, Sara. *So Many Books, So Little Time.* New York: Berkley, 2003. Print.	(Nelson 25)
Book Multiple Authors	Ford, Jean, John Swan, and Susan Jones. *TheVegetarian Bible.* Toronto, Gage, 2011. Print.	(Ford, Swan, and Jones 135-136)
Entire Website	*Fat Wars.* Tranforming Health Inc., 2011. Web. 14 November 2011. Sellers, Paige. "Poseidon." *Encyclopedia Mythica.* 25 November, 2003. Web. 15 November, 2011.	(Fat Wars) (Sellers)
Encyclopedia	"Lyme Disease." *The Encyclopedia of Family Health.* 2nd ed. Tarrytown, NY: Marshall Cavendish, 2005. Print.	("Lyme") *use "" and short form of title if no author
Online Encyclopedia	Taylor, Kathleen C. "Haber process." *World Book Advanced.* World Book, 2011. Web. 14 Nov. 2011.	(Taylor)
Database article	Hyson, Sean, and Joe Stankowski. "25 Ways To Get Stronger Now!" *Men's Fitness* 26.3 (2010): 86-92. *Consumer Health Complete.* Web. 14 Nov. 2011.	(Hyson and Stankowski)

Example of Quotation Usage (cite ideas as well as all direct quotes)

Graphic novels or comics have been shown to enhance literacy acquisition and "do not slow reading development" as once believed (Krashen 97). "Reading comics doesn't discourage or replace other types of reading" (Cary 28) and can actually help students to develop more positive attitudes toward reading (Krashen 104).

Need more Information on Using the MLA Format?

A great site is the ***MLA Formatting and Style Guide*** handout prepared by Purdue University. This well organized handout includes general guidelines, formatting the first page of your paper, in-text citations, how properly format your quotation in the body of your paper, and how to created a Reference Page (aka Works Cited Page). http://owl.english.purdue.edu/owl/resource/747/01/

Notes on referencing are also available on most major university library home pages.